



SOURCE SELECTION

Roles and Responsibilities

Feb 2002

Overview

- Source Selection Authority (SSA)
- Source Selection Advisory Council (SSAC)
 - SSAC Chair
- Source Selection Evaluation Team (SSET)
 - SSET Chair
- Performance Risk Assessment Group (PRAG)
- Contracting Officer
- Advisors

Source Selection Authority (SSA)

- Approves Source Selection Plan (SSP)
- Approves Competitive Range
Determination if offerors are excluded
- Approves Award Without Discussions
- Makes Source Selection Decision
- Signs Source Selection Decision
Document (SSDD)

Source Selection Advisory Council (SSAC)

when required (over \$25M)

- Senior Council to assist SSA and SSET
- Coordinate on SSP prior to SSA approval
- Review SSET findings
- Process and Prepare Comparative Analysis
- If requested, offer recommended Source Selection Decision
- SSAC Chair
 - Appoints SSAC members
 - Convene SSAC meetings to review findings

Source Selection Evaluation Team (SSET)

- In-depth review of proposals
 - Document results of review
 - Prepare Evaluation Notices
- Prepare Briefing Charts
 - Competitive Range
 - Decision Briefs
- Prepare SSDD
- Conduct Debriefings

SSET Chair

- 11 specified roles in AFFARS 5315.303-90(a)
- Responsible for management of source selection process
- Appoint members to SSET with SSA approval (can approve substitutions after SSP approved without amendment to SSP)
- Recommend approval of SSP to SSAC/SSA
- Approve release of ENs if no offeror excluded from competitive range

Performance Risk Assessment Group (PRAG)

- Group assigned to accomplish review of past and present performance and assignment of performance confidence rating
 - Stand alone team required at Agency level, optional for Median
 - Even in Basic, tasks of reviewing past performance for confidence assessment must be accomplished

Contracting Officer

- Responsible for management of business aspects of the acquisition
- Process requests for delegation
- Focal point for exchanges – only authorized individual to interact with offerors after RFP release
- Make competitive range determination subject to SSA approval
- Ensure required approvals obtained
- Sign Contract

Advisors

- Government and Support Contractors*
- Use as necessary to assist in evaluation
- SHALL NOT determine ratings or rankings of proposals
- Review and provide comments and recommendations to decision makers
- Solicitation must provide notice contractors may be used in evaluating proposal
- Federally Funded Research and Development Center personnel may not serve as chairperson of SSET, member of PRAG or SSAC or as an SSA

* Must comply with FAR Part 37